

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

CONSTRUCTION SAFETY SUPERVISOR

JOB DESCRIPTION

Employees in this job direct the work of construction safety inspectors. The work requires knowledge of the Michigan Construction Safety and Health Act (MIOSHA) pertaining to construction safety, knowledge of supervisory techniques, and personnel policies and procedures.

There are three classifications in this job.

Position Code Title – Construction Safety Supervisor-1

Construction Safety Supervisor 13

The employee serves as a first-line (field) supervisor with responsibility to direct the work of lower-level Construction Safety Inspectors and participates in field inspection activities.

Position Code Title – Construction Safety Supervisor-2

Construction Safety Supervisor 14

The employee serves as a second-line supervisor directing the work of Construction Safety Inspectors through first-line supervisors.

Position Code Title – Construction Safety Supervisor-3

Construction Safety Supervisor 15

The employee serves as a third-line supervisor directing the work of Construction Safety Inspectors through second-line supervisors.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinates.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

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Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Explains the MIOSHA rules and standards that pertain to construction safety to field staff, industry officials, employers, employees, and their representatives.

Recommends changes in methods and procedures related to safety inspections or the citation review process.

Represents the division at prehearing conferences, hearings, meetings, seminars, and conferences.

Evaluates working conditions and recommends improvements in safety and health methods, practices, and procedures.

Prepares and submits inspection activity reports.

Performs related work that is appropriate for the classification, as assigned.

Serves as a field supervisor responsible for coordinating, reviewing, and participating in the work of field construction safety inspectors in a designated region of the state.

Reviews accident, injury, and illness reports to detect problem areas related to employee safety.

Gathers evidence and prepares reports on code violation complaints and construction accidents and fatalities.

Documents violations through notes, sketches, measurements, and photographs.

Attends hearings relative to citations of violations of MIOSHA standards.

Coordinates regional field inspections or related activities for first-line supervisors.

Develops budget and annual activity plans and controls expenditures.

Prepares and analyzes legislative proposals related to MIOSHA./construction safety standards.

Develops new standards and recommends revisions to existing standards relative to MIOSHA/construction safety standards.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge in the areas listed below is required at the 13-level, thorough knowledge is required at the 14-level, and extensive knowledge is required at the 15-level.

Knowledge of selection techniques and good interview practices.

Knowledge of laws, policies, guidelines, and principles of equal employment opportunity and affirmative action.

Knowledge of training and supervisory techniques.

Knowledge of labor relations and fair employment practices.

Knowledge of employee policy and procedures.

Knowledge of the standard practices, processes, tools, equipment, and materials related to the construction trades.

Thorough knowledge of the state construction safety and Michigan Occupational Safety and Health Acts.

Thorough knowledge of the occupational hazards and safety precautions applicable to work.

Knowledge of investigative techniques and practices.

Ability to instruct, supervise, and evaluate employees and/or supervisors.

Ability to prioritize, organize, and coordinate work assignments of lower-level construction safety inspectors.

Ability to represent the division at prehearing conferences, hearings, meetings, seminars, and conferences.

Ability to prepare and/or maintain reports and other correspondence related to the work.

Ability to evaluate and recommend improvements in safety and health methods, practices, and procedures.

Knowledge of the methods and procedures related to the processing and appealing of citations.

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Ability to supervise and evaluate employees' performance through the review of completed work assignments.

Ability to observe critically, obtain accurate data, and prepare reports.

Ability to perform the most complex and/or unusual occupational safety inspector assignments.

Additional Knowledge, Skills, and Abilities

Construction Safety Supervisor 14

Ability to prepare reports and deliver speeches.

Ability to establish and maintain favorable public relations.

Working Conditions

The job duties require the ability to travel.

Physical Requirements

None.

Education

Educational level typically acquired through completion of high school.

Experience

Construction Safety Supervisor 13

Two years of experience equivalent in responsibility to a Construction Safety Inspector E11.

OR

One year of experience equivalent in responsibility to a Construction Safety Inspector 12.

Construction Safety Supervisor 14

Three years of experience equivalent in responsibility to a Construction Safety Inspector E11.

OR

Two years of experience equivalent in responsibility to a Construction Safety Inspector 12.

OR

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One year of experience equivalent in responsibility to a Construction Safety Supervisor 13 or Construction Safety Inspector 13.

Construction Safety Supervisor 15

Three years of experience equivalent in responsibility to a Construction Safety Inspector 12.

OR

Two years of experience equivalent in responsibility to a Construction Safety Supervisor 13 or a Construction Safety Inspector 13.

OR

One year of experience equivalent in responsibility to a Construction Safety Supervisor 14.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

| <u>Job Code</u> | <u>Job Code Description</u> |
|------------------------|------------------------------------|
| CONSFTSPV | Construction Safety Supervisor |

| <u>Position Title</u> | <u>Position Code</u> | <u>Pay Schedule</u> |
|----------------------------------|-----------------------------|----------------------------|
| Construction Safety Supervisor-1 | CONSSPV1 | NERE-182 |
| Construction Safety Supervisor-2 | CONSSPV2 | NERE-186 |
| Construction Safety Supervisor-3 | CONSSPV3 | NERE-188 |

ECP Group 3
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